



ABSTRACT AND BIOGRAPHY

Task Tracking Portal for Projects

Whether you are managing a large task or several smaller tasks, the first question from management and stakeholders you answer on a regular basis is whether your project is on schedule. In order to stay on top of each project's progress and to make the best team assignments, an almost daily recording of status needs to be maintained. While there are tools available that can provide task tracking, most are too complex for infrequent use and/or too expensive for use by all the project's members. And it is precisely at the project member level that the key status information resides. The collecting of task status is made all the more difficult if team members are not co-located. This is the difficulty that led to the creation of this Task Tracking Portal. By reuse of an existing database design and modification of programming code on an operational server, this tool provides geographically separated team members a free online task assignment and status tool available 24x7. As soon as a team member enters a status update, detailed reports are automatically generated that can show planned versus actual task effort, with task dependencies and affected schedule changes. With a minimal effort on the part of team members, a continuous status report is available to project management so changes to task assignments can be done early enough to keep a project on schedule. The automatic reports free the project manager to spend more time managing a project rather than preparing frequently requested status reports.

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Susan Semancik is a senior software systems engineer in the Information Technology and Communications Office at NASA Goddard Space Flight Center's Wallops Flight Facility. Her application development and project leadership duties have spanned both orbital and suborbital activities, focusing on mission critical and/or safety critical real time systems development. She holds a masters degree in mathematics. She has experience in a variety of operating systems, programming languages, and development environments. Her project management experience includes the following

- 1) Project Manager and co-developer of GSFC's Information Security Portal (ISP)
- 2) Project Manager and co-developer of online WFF range scheduling system, which received an ISO 9001 Best Practices citation
- 3) Project Manager and co-developer of Standard Autonomous File Server (SAFS) used at NASA ground stations world-wide, which also resulted in a software patent on a SAFS process, a best conference paper award at the 2002 International COTS Software Conference, and a nomination for NASA's Software of the Year Award in 1999.
- 4) Project Manager and co-developer of WFF's Range Control Center's mission graphics system, which is also used for remote mobile launches